

# Brown County Community YMCA Summer Day Camp Parent/Guardian Handbook



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Grades K-6

Attention:

Children must turn 5 by January 1<sup>st</sup>, 2019 in order to be declared  
KINDERGARTEN.

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Welcome to the Brown County Community YMCA's Day Camp! The purpose of this handbook is to familiarize parents/guardians and participants with the policies and procedures that govern the day-camp program. In an effort to continue to offer quality programming, regulations must be enforced. We hope that the information in this handbook will help to prepare you and your child for the day-camp experience.

### **GENERAL RULES**

- No physical fighting, bullying, or intentionally causing physical or emotional harm to anyone.
- No use of profanity or inappropriate comments.
- No inappropriate behavior/conduct or gestures.
- No stealing, cheating, or lying.
- No damaging or defacing of property (including facility and personal property).
- No gang gestures, slogans, or dress is allowed.
- Participants must respect program property and supplies, as well as the property of others.
- Participants must follow directions from staff and the rules at the YMCA.
- Participants must be respectful of staff, other participants, and self.
- Participants must stay in assigned areas and are not allowed to leave the grounds without permission.
- Participants must keep their hands to themselves.

### **Brown County Community YMCA Mission Statement**

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

## **GENERAL INFORMATION**

### **Day Camp Location**

The day camp meets at the Brown County Community YMCA, 105 Willow Street, Nashville, IN 47448.

### **Day Camp Dates**

Weekdays: Thursday, May 30 -Friday August 2, 2019

### **Day Camp Hours**

7:00am – 6:00pm

### **Day Camp Fees**

Weekly Rate: \$95 1<sup>st</sup> child / \$75 each additional child

Daily Rate: \$25 1<sup>st</sup> child / \$20 each additional child

Registration: \$10 one-time fee per family (non-refundable)

Additional: Additional fees are required for excursions. (See Excursion Guidelines)

### **Financial Assistance**

Reduced daily rates are available for qualifying families. Participants must show proof (notification letter) of eligibility for free or reduced lunches through the Brown County School Corporation.

Reduced Weekly Rate: \$80 1<sup>st</sup> child / \$60 each additional child

Reduced Daily Rate: \$18 1<sup>st</sup> child / \$16 each additional child

### **Registration and Payment Deadline**

Participants must register and pay for day camp on or before the Thursday of the previous week in person at the Brown County Community YMCA.

### **Late Registration and Drop-In Participants**

Registrations after the deadline and any drop-in participants will be accepted based on vacancy and are subject to a \$10 late fee. Field trip days will be limited drop-in space available, please call to confirm prior to drop off. 812.988.9622

### **Waiting Lists**

Once the program has filled, a waiting list will be established. If a vacancy occurs prior to the start of the program, waiting-list participants will be notified by phone in the order they were placed on the list. Participants will have two business days to contact the Brown County Community YMCA to register and pay for the program.

### **Refund Policy**

Parents/Guardians must call the Brown County Community YMCA at least one week prior to the start of the day camp if they wish to cancel, transfer days, or obtain a refund or credit. No transfers, refunds, or credits will be issued after this time without the submission of a doctor's note. All refunds are subject to a 20% administrative fee. Full refunds are given on all programs canceled by the YMCA due to low enrollment.

## **Absences**

No refunds or credits will be given for missed days without a doctor's note. Please call the Brown County Community YMCA, if you know that your child will not be able to attend for any reason.

## **Non-Sufficient Funds/Returned-Check Policy**

There is a \$25 fee for non-sufficient funds/returned checks. After submission of two non-sufficient funds/returned checks, the account will change to a "cash only" account.

## **Insurance**

It is the responsibility of the participant, his/her parent/guardian, to provide accident and health coverage while participating in any YMCA activity. The Brown County Community YMCA does not provide any accident or health coverage for its participants.

## **Participant Registration Forms**

These forms are required for each participant and are kept at the Brown County Community YMCA. Please ensure that the submitted information is accurate, as the forms include emergency-contact information and an authorized list of adults allowed to drop-off and pick-up participants.

## **What to Bring to Camp**

- Non-perishable sack lunch and drink (OPTIONAL)
  - Please ensure that the lunch does not require cooking or refrigeration. Soft drinks are not allowed.
- Water bottle (With their name on it!)
- Swimsuit, towel, and plastic bag
  - The plastic bag is for the wet swimsuit and towel after swimming. Please be sure that child's name is clearly printed on their items!
- Athletic shoes
- Sunscreen
  - The daily application of sunscreen by a parent/guardian prior to the participant's arrival at the YMCA is strongly encouraged. Employees will regularly assist as we reapply sunscreen throughout the day.
- Hat (Optional, please label!)
- Backpack/Bag
  - Each participant is responsible for carrying his/her own belongings for the duration of the day, including excursions. Please be sure that child's name is clearly printed on the bag and any other belongings.
- Optional: Bicycles, scooters, skateboards, and/or rollerblades, and helmet
  - If you choose to bring one of these, please note that they will be stored outside. A helmet is **mandatory**.

## **What Not to Bring to Camp**

- Lunches that require refrigeration or cooking
- Soft drinks, gum, candy
- Heelies or skate shoes
- Cell phones/other electronic devices

### **Participant Cell-Phone & Other Electronic Devices Policy**

Cell phone use/other electronic device use by participants are prohibited. Employees will immediately confiscate any cell phone/device in a participant's possession and return it to him/her at the end of the day. This policy is designed to help all participants remain engaged in the program. Parents/Guardians are advised to call the Brown County Community YMCA if there is an emergency. Please, just don't bring them.

### **Lost, Stolen, and/or Damaged Items**

The Brown County Community YMCA is not responsible for lost, stolen, and/or damaged items. Lost and found items will be kept at the YMCA, but are not held indefinitely. Please clearly label ALL items brought to the program. These include, but are not limited to: T-shirts, backpacks, towels, sunscreen bottles, insect repellent bottles, water bottles, lunch bags, jackets, sweatshirts, and hats.

### **Participant Attire**

Participants should dress for active day camp activities. Closed-toe shoes are mandatory. Closed-toe sandals with a heel strap are also acceptable. Athletic shoes are required for sports, games, hikes, etc.

### **Mandated Reporting**

The employees of the Brown County Community YMCA are mandated to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

### **Communication**

The telephone at the Brown County Community YMCA is for official business use and emergency use only. Therefore, we ask that parents/guardians call only in the event of an emergency or for official business. Social phone calls to participants will not be allowed. An employee will call the parents/guardians in the event of an emergency. Please ensure that the contact information provided on the registration form is accurate.

### **Employee and Participant Interaction**

Employees may not provide child-care services to any participants outside the YMCA. To avoid putting staff members in an awkward position, please do not ask them to babysit, transport your child home, etc.

### **Observation**

The day camp program allows parents/guardians of participants to visit and observe. However, a large part of the program experience is for participants to develop a sense of independence, which can be disrupted by visits. Therefore, we request that parents/guardians notify the staff at least one day in advance if they would like to observe so that a time may be set up. Parents/guardians must check in at the front desk upon arrival for the scheduled visit.

## EXCURSION/FIELD-TRIP GUIDELINES

Please arrive promptly on excursion days. On these days, staff will discuss important issues with participants. These include, but are not limited to: staying with his/her group, identifying the staff, what to do if he/she is lost, and how to behave on the bus/van. Participants will receive a wristband with a contact number the morning of each excursion. Please note that each participant is responsible for carrying his/her own belongings on the excursions/field trips. For trips that include bringing extra money; please put money in a labeled and sealed envelope of some kind and give to appropriate counselor. Return times are approximate and may vary due to traffic.

### **2019 Summer Day Camp Excursions/Field Trips** *(Subject to change.)*

<b>Date</b>	<b>Departure Time</b>	<b>Return Time</b>	<b>Event/Place</b>	<b>Cost</b>
Tuesday, June 4	9:00am	4:00pm	Brown County State Park	\$3
Thursday, June 6	10:00am	4:00pm	Hunter's Honey Farm	\$5
Tuesday, June 11	10:00am	12:00pm	Library & Ice Cream	\$1
Thursday, June 13	9:00am	4:00pm	McCormick's Creek State Park & Exotic Feline Rescue	\$8
Tuesday, June 18	10:00am	12:00pm	Library & Ice Cream	\$1
Thursday, June 20	10:00am	4:00pm	CYO Camp	No Cost
Tuesday, June 25	10:00am	1:00pm	Rock Shop, Library, & Ice Cream	\$1
Thursday, June 27	9:00am	4:00pm	WonderLab & Bryan Park	\$6
Tuesday, July 2	10:00am	12:00pm	Library & Ice Cream	\$1
Wednesday, July 3	9:00am	4:00pm	Atterbury Museum & Donner Park & Pool	\$6
Tuesday, July 9	10:00am	12:00pm	Library & Ice Cream	\$1
Thursday, July 11	10:00am	4:00pm	Spring Mill State Park & Gus Grissom Memorial	\$3
Tuesday, July 16	10:00am	12:00pm	Library & Ice Cream	\$1
Thursday, July 18	10:00am	4:00pm	Cosmic Bowling	\$8
Tuesday, July 23	10:00am	12:00pm	Library & Ice Cream	\$1
Thursday, July 25	10:00am	4:00pm	CYO Camp	No Cost
Tuesday, July 30	10:00am	12:00pm	Library & Ice Cream	\$1
Thursday, August 1	9:00am	4:00pm	Splash Island	\$8

### **Payment Deadline for Excursions**

Payment for excursions must be submitted at the time of weekly registration or before **Thursday of the week prior** in person at the Brown County Community YMCA.

### **Transportation Safety Rules**

Buses and/or vans will be used to transport participants to and from all non-walking excursions. At least once weekly, we will be using transportation to get into town via the train. When boarding the bus/van, an employee will conduct a head count before the participants enter the bus/van and again after all of the participants have boarded. This process is reversed when exiting the bus/van. On excursion days, staff will review the following transportation safety rules with participants:

- Staff and participants must be seated at all times while the bus/van is in motion.
- No eating or drinking is allowed on the bus/van.
- Only staff members may be seated next to the emergency exits.
- Singing is allowed on a bus trip; however, screaming and rowdy behavior can cause distractions for the driver and will not be allowed.
- Objects are not to be thrown, dropped, or hung from the windows. This includes, but is not limited to: hands, arms, toys, and hats.
- Participants shall never be left unattended on a bus/van.
- Items are not to be left in the bus/van.

### **ARRIVAL AND DEPARTURE POLICIES**

#### **Participant Check-In**

- Participants must be signed in at the child-watch room of the Brown County Community YMCA by an authorized adult, 18 years of age or older, who is listed on the registration form.
- Once a participant is signed in, he/she is considered to be part of the program that day. He/She will not be allowed to leave without being properly signed out.

#### **Participant Check-Out**

- Participants must be signed out at the child-watch room by an authorized adult, 18 years of age or older, who is listed on the registration form.
- The authorized adult must be prepared to present a valid government-issued photo ID to be compared to the names listed on the registration form.
- Participants are not allowed to leave the Brown County Community YMCA with anyone who is not authorized on the participant's registration form.
- In order to limit any confusion or delay in departure, please add any individuals that may be picking up your child to the list of authorized adults on the registration form.
- Once a participant is signed out, the participant is no longer under the care of the Brown County Community YMCA.
- If a participant needs to be signed out early (i.e. doctor's appointment) and will be returning to the program on the same day, the participant must be signed in and signed out according to the set policies at each arrival and departure.

#### **Separated/Divorced Parents/Guardians**

- Parents/Guardians that are separated or divorced will need to provide a copy of a signed court order if there are any restrictions regarding their child. Without a signed court order, employees will be required to release the child to any parent's/guardian's name or authorized adult listed on the registration form.

- Employees cannot get involved in personal matters. To avoid putting anyone in a difficult situation, please do not share personal information unrelated to the program with the staff.
- Any concerns related to the participant will be discussed with whoever picks up the child. Separated/Divorced parents/guardians will need to determine their own method of sharing information. Employees will not make separate phone calls.
- Any written material that is mailed from the Brown County Community YMCA will be sent to the address listed on the registration form.

## **HEALTH POLICY**

### **Sick Participant**

In order to provide quality programs for participants, we want to maintain a sanitary environment for the children and our staff. If your child is exhibiting any signs or symptoms of an illness, please be considerate to others by keeping him/her at home.

The day camp is not set up to handle sick children. If a participant shows any of the following symptoms, the parent/guardian will be contacted to pick up the child:

- Fever: temperature of 100 degrees Fahrenheit or higher. A participant may return to day camp when his/her temperature is below 100 degrees Fahrenheit (without medication) for 24 hours.
- Vomiting: a participant may not return to day camp for 24 hours following the last episode of vomiting.
- Diarrhea: more than one watery stool in a 24-hour period. A participant may not return to day camp for 24 hours following the last episode of diarrhea.
- Lice, scabies: a participant may not return to day camp until they have been treated and no live lice or nits are present
- Contagious disease: such as chicken pox, measles, pink eye, ring worm, etc.

If an infection has been diagnosed and your child has been on antibiotics for 24 hours, he/she may return to day camp.

### **Injured Participant**

If a participant sustains a minor injury, such as a scraped knee, an employee will administer basic first aid (i.e., wash injured area and provide a Band-Aid) and will inform you of the incident when you pick up your child.

If a participant sustains a more serious injury, employees will take whatever steps are necessary to obtain emergency medical care, if warranted. These steps may include, but are not limited to, the following:

- Attempt to contact a parent/guardian to inform you and to give you the opportunity to take your child to a physician.
- Attempt to contact you through any person listed as an emergency contact on the registration form.
- If we cannot contact you, or your child needs immediate attention, we will call 911.



## **MEDICATION POLICY**

The day camp medication policy is for parents/guardians, participants, and staff to follow when a participant needs to take medication during the Brown County Community YMCA's day camp programs. The policy guidelines listed below are for participants that are able to administer his/her own medication.

- All medications that will be taken during the program must be listed on both the participant's registration form and medication form. Medication forms are available at the front desk of the YMCA and must be submitted prior to the participant's first day in the day camp.
- The medication container provided by the parent/guardian must have the original prescription label complete with the participant's name, doctor's instructions, and dosage information.
- Over-the-counter medications will be allowed provided they are in their original bottle and accompanied by a doctor's note prescribing their use.
- If it is necessary for a participant to carry any medication with them at all times, this needs to be specified on the medication form.
- A suitable measuring device should be sent with the medicine if measuring is necessary.

### **Administering Medications**

- Employees will not administer any medication. The participant, the parent/guardian, or a caregiver designated by the parent/guardian will be responsible for administering the medication(s) at the appropriate times.
- Employees will make every effort to remind participants of scheduled medication times.

### **Storage**

- All medications will be secured in a location determined by the program director.

## **SEVERE-ALLERGY MEDICATION POLICY**

The Brown County Community YMCA has established the following guidelines for participants with severe allergies. A severe allergy is defined as an allergy that would pose a life-threatening danger without immediate medical assistance. Immediate is defined as the need for assistance in less time that it would take for paramedics to arrive.

### **Parent/Guardian Must Complete and Provide the Following:**

- A signed copy of the emergency-care authorization form for participants with severe allergies. This form must be updated every year or more frequently if necessary. It is designed to provide the Brown County Community YMCA with information necessary to ensure proper preventative measures and an effective response to a serious allergic reaction.
- All equipment and medications needed by the Brown County Community YMCA to comply with the instructions set forth in the emergency-care authorization form. The parent/guardian is responsible for ensuring that all medication is properly labeled and replaced prior to the expiration date.

- The medication must have the original prescription label complete with the participant's name, doctor's instructions, and dosage information.
- If it is necessary for the participant to carry the medication with them at all times, this needs to be specified on the emergency-care authorization form.

### **Procedures for Emergency Treatment**

- Prior to the participant's first day of attendance, the parent/guardian or his/her designee is responsible for training selected members of the staff. The training should include information on the following: a) The events/substances that may trigger an allergic reaction; b) Limitations on the participant's food consumption for those with food allergies; c) Symptoms of an allergic reaction; d) When and how to administer treatment for an allergic reaction.
- Training shall be repeated every year or more frequently if necessary.

### **Steps for Treating an Allergic Reaction**

All allergic reactions should be treated in accordance with the instructions provided on the emergency-care authorization form. If the participant shows signs and symptoms of an allergic reaction, the following steps will be taken:

- An employee calls 911, unless otherwise indicated on the emergency-care authorization form, and calls the parent/guardian.
- An employee administers medication as instructed on the emergency-care authorization form. Unless otherwise indicated, these medications should be administered immediately.
- If epinephrine is prescribed, an employee may give only pre-measured doses of epinephrine, such as contained in the EpiPen, Jr.

### **Storage**

- All medications will be secured in a location determined by the program director.

## **DISCIPLINE POLICIES**

The Brown County Community YMCA's discipline policies are very basic and allow participants the opportunity to choose a behavior that is most beneficial to his/her day camp experience. When a participant makes a committed choice to not follow directions and refuses our methods of discipline, we have lost the ability to provide a good experience for that child. In addition, it causes unnecessary interruptions for other participants and employees. We reserve the right to review each disciplinary problem based on its severity. Physical assault, threats, fighting, theft, vandalism, leaving or trying to leave the grounds without permission, and possession of tobacco, alcohol, drugs, or weapons will not be tolerated.

Day camp is designed for participants who can function in a recreational setting. Employees are trained to handle typical juvenile issues. However, employees are not trained to handle participants with extreme behavior problems. Discipline plays an important role in helping a child develop socially and emotionally and is vital for the child's safety and physical well-being. Following program policies and rules provides participants with an atmosphere of support which includes clearly-set guidelines and helps to ensure that each participant's experience will be positive.

It is program policy to discuss consequences and discipline of participants with his/her parent/guardian. This information is not shared with other parents/guardians. The Brown County Community YMCA has the right to suspend and/or dismiss a participant from day camp if the participant's behavior is not conducive to maintaining a safe and wholesome environment, even if it is a participant's first offense. A participant may be required to be picked up early depending on the severity of the rules broken. Refunds will not be given for suspension or dismissal from the program.

### **First Offense**

The participant is asked to discontinue his/her behavior. Staff will help the participant to understand the rules and to take responsibility for changing his/her behavior.

### **Second Offense**

If the behavior persists, the participant will be asked a second time to discontinue his/her action. In addition, he/she may lose privileges or receive time out from an activity.

### **Third Offense**

If the same behavior or other disruptive behaviors continue to occur, an incident form will be completed and the parent/guardian will be notified. The incident form will indicate what behavior occurred and the consequences associated with the behavior. The parent/guardian and the participant will be required to sign the form and it will become a part of the participant's permanent file.

### **Fourth Offense**

If there are further incidents, the participant may receive a suspension and/or be dismissed from the program. The length of the suspension will be based on the severity of the offense. The participant will not be allowed to return to the program until the parent/guardian has met with the program director. The program director will then grant or deny approval for the participant to return to the program. If there are further incidents after returning, the participant will be dismissed from the program and will not be eligible to register in the future.

### **DAY-CAMP PARENT/GUARDIAN AND PARTICIPANT AGREEMENT**

We have read, discussed, and understand the Day Camp Parent/Guardian and Participant Handbook. By signing this parent/guardian and participant agreement, we agree to adhere to all policies and procedures detailed in the handbook. This agreement must be completed along with the registration form and payment in order to participate in the Brown County Community YMCA's day camp program.

As a parent/guardian, I agree to:

- Keep the staff informed about any changes regarding my contact information and/or the contact information of anyone listed on the registration form, such as the emergency contact.
- If necessary, allow time for the staff to talk to me about my child when I pick him/her up at the end of the day.
- Inform the staff about changes in my child's life that may affect his/her behavior at the site.
- Give suggestions of effective means of dealing with my child's negative behavior while at day camp.
- Identify relevant situations that my child may share with me (the parent/guardian), but didn't share with the staff.

- Refrain from any abrasive behavior displayed toward any staff member, another parent/guardian, or a child, as such demonstrations may result in suspension and/or dismissal from the program.

As a participant, I agree to:

- Do my best to have fun at the program.
- Give the staff ideas about fun things I want to do at the program.
- Tell the staff if I am having problems with another participant.
- Tell the staff if I get hurt.
- Follow all general rules. (Rules are listed on page 12.)

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Participant's Signature

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Date

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Parent/Guardian Signature

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Date

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Parent/Guardian Printed Name

Please submit this page along with your registration form and payment.